Guidance Sheet for Progress Report on Records Purge

I.   Each independent component of the DCI Area is requested to submit a progress report on the purging of inactive records. The progress report should cover your purge activities during the last quarter (Oct.-Dec.) of 1968. Your report will be used by the CIA Records Management Board in the preparation of its consolidated report to the Executive Director-Comptroller.

II. Please cover the following in your report, as applicable:

    A.   Nature of your records management effort during the final quarter of CY 1968.

        (Reviews conducted, studies made, new policies, plans, or procedures developed, etc.)

    B.   Purge results during this reporting period:

        1.   Types and volumes of records surveyed.

        2.   Types and volumes of records removed from the Records Center:

            (a) by destruction,
            (b) by transfer to another storage area.

        3.   Types and volumes of records not destroyed but whose retirement schedules have been modified (e.g., change in disposition code or date). State nature of modification.

        4.   Types and volumes of records converted from hardcopy to microfilm.

        5.   Types and volumes of records reassigned to the control of another component of the Agency.

        6.   Types and volumes of new inactive files established during this reporting period. (Include files transferred to your control from other components.)

        7.   Overall net growth/decrease during this reporting period in the volume of your files at the Records Center.

    C.   Next steps planned in your records management effort.

    D.   Problems requiring solution.

    E.   Other comments, (incl. corrections to data previously reported.)

III. Please address your report to the CIA Records Management Board, Attention: ████████████████ Room 6E25, Headquarters. Your report should be received by 3 January 1969.

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